



DEPARTMENT OF PUBLIC WORKS TOWN ENGINEER

Unit: Non Union

Reporting To: Director of Public Works

Wages: \$76,218 - \$96,449/year

Hours: 40 hours per week, Monday through Friday

Location: Town Hall

Application Deadline: May 2, 2014

Definition

The Town Engineer is responsible for the management of the Engineering Division of the Department of Public Works. Develops technical designs for construction of roads, sidewalks, storm water control, water distribution, sewer collection, public parks, and the cemetery. Supports various departments and the public through the review of projects, parcels, and plans and the provision of maps, information, and other tools. Assists with developing projects and long-range plans for the Department.

Essential Functions

Working under the direction of the Public Works Director, perform the following functions:

- Plan, organize and direct all division activities including coordination of assignments and supervision of division staff including Assistant Town Engineers and the GIS/CAD Technician.
- Provide project management for the design and construction of municipal public works projects including development and/or review of plans, management of contractors, inspection of work, and oversight of project implementation in accordance with timeline, budget, and scope.
- Administer the Division's budget, ensure revenue collected is processed and expenditures are approved in accordance with Department and Town policy, procedures, and standards.
- Review private development project plans and permit applications for compliance with state and local laws and regulations, compliance with standard requirements, codes, and best practices. Issue recommendations and reports to other departments, project applicants, and applicable boards, committees, and commissions.
- Assist in the development of codes, regulations, policies, and bylaw that protects Town resources, improves Town infrastructure, and enhances the quality of life for residents, businesses, and visitors.
- Maintain a current and complete engineering library of maps, drawings, plans, and infrastructure information. Ensure the Town's GIS system, division webpage, and written communications are current, informative, and beneficial to potential and existing users of the information.
- Ensure the division provides excellent service to internal and external customers. Work directly with other departments and the public to provide information, resources, reviews, and tools in a timely fashion, and in a manner that is most productive and responsive to the needs.
- Design, review, and stamp plans for Town projects, ensure the safety of designs for public infrastructure, and verify that they meet state and federal requirements.
- Administer the Town's Stormwater Management Program, assuring compliance with the latest Environmental Protection Agency and Department of Environmental Protection requirements and standards for all applicable works, public and private, performed in Town.
- Assist in the evaluation of transportation and traffic impacts of public and private development proposals, projects, permits, zoning, laws, and bylaws. Recommend, design, and implement improvements or mitigation options to minimize, manage, or eliminate negative impacts.

- Oversee the development and maintenance of a pavement management system that effectively tracks condition, informs plans for maintenance, rehabilitation or reconstruction of roads, and other pertinent information.
- Identify, propose, and assist with the implementation of policies, procedures, guidelines and standards that improve the effectiveness and efficiency of the Department. Assist in the planning and executing of the Department's budget, capital projects, goals and objectives.
- Other duties as assigned.

Minimum Qualifications

- Registered Professional Engineer.
- Bachelors degree in civil engineering or related field.
- Minimum five years experience as a civil engineer, preferably in a municipal environment, or relevant combination of education and experience.
- Knowledge of public works departments, water and sewer operations, zoning, storm water regulations, and the applicable laws and regulations related to public and private development.
- Excellent verbal and writing skills.
- Ability to develop and maintain positive relationships with staff, vendors, town personnel, other departments and agencies, residents, and customers.
- Valid vehicle operators license.
- Knowledge of computers and software including AutoCAD, GIS, Excel, and Word.
- Ability to work beyond normal business hours to attend meetings, make presentations, or other needs as determined by the Director of DPW.

Job Environment

Work environment is characteristic of an office environment, with even walking surfaces and generally low noise levels. Will have exposure to loud noise, inclement weather, and uneven terrain associated with public works projects and duties.

Physical Requirements

The work is generally of an intellectual nature. While performing the functions of this job, the employee is required to stand and sit for prolonged periods. Frequently required use hands to finger, handle, or feel objects; reaches with hands and arms, bends, stoops, kneels, and/or crouches. Specific vision abilities required include close and medium distance vision and the ability to adjust focus. Must be able to hear normal sounds, distinguish sound as voice and communicate through human speech. Required to lift and carry equipment and supplies weighing up to 50 pounds. This position requires the ability to operate a keyboard, computer mouse, telephone, fax, copier, writing tools, scissors, and other standard office equipment.

EOE/AA

To Apply:

Submit resume and cover letter, or completed application to:

Town Manager's Office

Attn: Assistant Town Manager/Director of Human Resources

121 Glen Road

Wilmington, MA 01887

or via email at:

jobs@wilmingtonma.gov

If submitting by email please use "Position: Town Engineer" in the subject line. Resume and cover letter, or application may be attached to the email.